

Archbishop Damiano School
Reopening Plan
Minimizing the Risk of Covid-19 Infection
June 2020

Introduction

The purpose of the Archbishop Damiano School's Reopening Plan is to minimize risk of a Covid-19 infection happening in school while restoring the normal functioning of the school. The procedures detailed in the plan are designed to minimize the threat as much as humanly possible. The school acknowledges it is impossible to eliminate all risk.

The reopening plan is a fluid document. As new Covid-19 information emerges and the New Jersey Departments of Health and Education issues guidance, the plan will evolve. This initial version covers phase one of an eventual three-phase reopening plan. Phases Two and Three will gradually reduce infection control procedures until the school returns to the old normal where just universal hygiene procedures were effective in controlling the spread of communicable diseases. Benchmarks are being developed to guide the school through the various phases of reopening. It is anticipated that the school will cycle between phases (sometimes a higher level of precautions, sometimes lower) based in the Covid-19 infection rates.

Input from staff and parents was collected early on the planning process. As it was essential to identify and address stakeholder concerns raised by the potential return to school. As input was analyzed, clusters of concerns arose. To address those concern clusters, the reopening plan focuses on six interventions: Disinfecting Protocols, Personal Protective Equipment, Handwashing & Sanitizing, Health Screening, Infection Control/Tracking & Exclusion from School, Social Distancing, and Programming Adjustments. To support these interventions, Communications and Training needs are also addressed.

Disinfecting Protocols

- *The term disinfect is used throughout the disinfecting protocol section. Disinfect refers to one of three primary methods of disinfection. All methods use a CDC-approved coronavirus specific disinfectant and are generally associated with washing with warm, soapy water prior to applying the disinfecting agent. The disinfectant(s) will be sprayed, via a traditional mist sprayed, or by an electrostatic mister, and allowed to stay on surfaces for a prescribed amount of time. The surfaces will then be allowed to air dry (method 1) or wiped dry (method 2). The use of disinfecting wipes is also permissible (method 3). The method used will be determined by the instructions provided by the manufacturer of the disinfecting agent.*
- *All staff must wear gloves when disinfecting surfaces. Gloves should be treated as a potential biohazard and disposed of properly after each disinfecting activity is completed.*

Building Level (Buildings A & B)

Action	Area	Frequency	Person Responsible	Audited by
Electrostatic spraying	All spaces and rooms	Daily after school hours, M - F	Custodian	Facilities Coordinator
Ultraviolet light disinfecting units operating in all HVAC systems	All spaces and rooms	Continuous	Maintenance Supervisor	Facilities Coordinator
Spray and wipe disinfecting of all "high touch" areas in common spaces	Hallways, restrooms, door knobs and handles	Twice during the school day or upon need	Custodial (Porter)	Facilities Coordinator & Principal
Spray and wipe disinfecting	Common restrooms	After each use	Individual using the restroom	Principal, Supervisor & lead teacher
Cover all water fountains – to insure they will not be used	Hallway water fountains	Covered prior to school reopening	Maintenance Supervisor	Facilities Coordinator & Principal

Room Level

Action(s)	Area	Frequency	Person Responsible	Oversight by
1. Disinfect all high touch areas 2. Spray and wipe disinfecting all equipment	Classrooms	1. upon arrival, before lunch, end of day 2. After each use.	Classroom assistant	Teacher
Spray and wipe disinfecting of all contact surfaces	Classroom Restrooms	After each use	Classroom assistant	Teacher
Closed to students during Phase 1, open to approved staff, Spray and wipe disinfecting all high touch surfaces, see posted instructions	Science Room	After each use	Staff using science room	Curriculum Coordinator

1. Closed to students during Phase 1, open to staff, disinfect all high touch surfaces, see posted instructions	Libraries	After each use	Staff using library	Curriculum Coordinator
Closed for gym; available for use by PTs, disinfect equipment and any high touch surfaces touched during the PT session	Gym	After each session	Physical therapist, custodian or assigned support assistant	
1. Disinfect high touch surfaces and equipment and furniture	Nurses Offices	Twice during the school day, or after each staff/student visit	Custodian & nurses or assigned assistant	Nurses
Disinfecting of all “high touch” areas	Admin. Offices	Twice during the school day or upon need	Admin. Assistants	Principal
1. Disinfect high touch areas 2. Disinfect equipment	Therapy Rooms	After each use	Therapist or support assistant	Principal, Supervisor & lead teacher
1. Disinfect high touch areas 2. Disinfect equipment	Sensory-Motor Rooms	After each use	Staff using the room	Lead Teachers
1. Disinfect high touch areas 2. Disinfect equipment	Eye-gaze Room	After each use	Therapist using the room	Lead Teachers
1. Disinfect all surfaces 2. Disinfect equipment	Kitchen	As needed during food preparation and again once food service is completed	Food Services Worker	Food Services Supervisor
Cover all water fountains – to insure they will not be used	Hallways	Covered prior to school reopening	Maintenance Supervisor	Facilities Coordinator & Principal
Closed for lunch during Phase 1	Cafeteria	After each use	Staff using the space.	Principal, Supervisor & lead teacher

Closed for lunch during Phase 1	Staff Lounges	After each use	Staff using the space.	Principal, Supervisor & lead teacher
1. Disinfect all surfaces 2. Disinfect equipment	Conference Rooms	After each use	Staff using conference space.	Principal, Supervisor & lead teacher
Use of dedicated used PPE waste receptacles	All rooms	Used PPEs will be placed in marked	All staff and students	Principal

Entryways & Outside Areas

Action(s)	Area	Frequency	Person Responsible	Oversight by
Spray disinfectant on all “high touch” areas including outside railings	Entryways	Prior to student arrival, prior to dismissal	Classroom assistant, rotating responsibility, or custodial	Supervisor & lead teachers
Spray disinfectant and wipe all contact areas	Playground	After each individual use	Classroom Assistant	
Closed for Phase 1 for students, staff may use for lunch if social distancing is observed	EC Gazebo (once repaired)	After each use	Staff person using area	Lead teacher
Spray disinfectant and wipe high touch surfaces, see posted instructions	Secret Garden outdoors instructional area & Gazebo	After each use	Staff person using area	Curriculum Coordinator, Supervisor, Lead Teachers
Closed for Phase 1 for students, staff may use for lunch if social distancing is observed	Picnic Tables	After each use	Staff person using area	Supervisor and Lead Teachers
Spray disinfectant and wipe all contact areas	Sports field	Before first use of the day & after each subsequent use	Staff person using area	Gym Teacher

Personal Protective Equipment (PPE) Requirement

Staff

- All staff are required to use facemask/face shield when working with students, when transitioning through common spaces, or when working in a common space where the ability to maintain social distancing of at least six feet is not possible. The minimum requirement under phase one is wearing a mask or a face shield.
- Staff may wear a school supplied mask, or a personal mask. Personal masks must completely cover the nose and mouth areas.
- Other PPEs available to staff are goggles, gloves, hair covers, gowns and shoe covers and will be used as circumstances dictate.
- Gloves are worn for specific individual tasks where staff may come contact with bodily fluids, other contaminants, potentially toxic substances, or when serving food/feeding students. Gloves should not be worn for a prolong periods. Gloves must be properly disposed of after each use.
- When dealing with an individual who is suspected of having Covid-19, staff will use masks, face shield, gloves and gowns.
- Staff working in the isolation of their own office, are not required to use PPEs.
- *All used PPEs should be considered a biohazard and either disposed of properly or thoroughly disinfected (face shields).*

Students

- Due to students' sensory and intellectual challenges, students will be encouraged to wear masks, but are ***not*** required to wear masks unless requested by the parent or guardian.
- If a parent/guardian requests that their child wear a mask, every reasonable attempt will be made to insure that child wears a mask. However, the student ***will not be forced*** to wear the mask. The parent/guardian will be informed by the teacher if is they are not successful in having the student wear a mask.
- If a student is suspected of having Covid-19, every reasonable attempt will be made to have the child wear a mask or a face shield while waiting for the parent to take them home.

Visitors/vendors/volunteers

- Volunteers will not be allowed on campus under phase one.
- Essential visitors such as district child study team members or parents must wear a mask while on campus.
- Non-essential visitors will not be allowed on campus under phase one.
- Essential vendors/contactors who have an immediate need to be on campus must wear a mask.

- Non-essential vendors/contactors are allowed on campus after school hours. Vendors/contractors must wear a mask if social distancing of at least six feet is not possible.

Handwashing & Hand Sanitizing

Staff

Staff are encouraged to wash hands frequently. Staff are required to wash their hands for at least 20 seconds with soap and water:

- Upon arrival,
- Prior to assisting a student with a physical contact with a student this includes but is not limited to instructional/therapeutic support, personal hygiene support or feeding a student,
- After assisting a student with a physical contact with a student this includes but is not limited to instructional/therapeutic support, personal hygiene support or feeding a student,
- After touching an item or individuals coming in from outside of the school,
- After using the restroom.

If hand washing is not possible under any of the above circumstances, the use of hand sanitizer is required. The school will provide hand sanitizer.

Students

Students should be encouraged, and allowed, to wash their hands frequently. Students are required to wash their hands:

- Upon arrival.
- After using the restroom,
- Prior to eating.
- After coming into physical contact with another student or staff

The school acknowledges that not all of our students are able to wash their hands independently. Supporting students to wash their hands will cut into instructional time.

Visitors/vendors/volunteers

All individuals entering the school are required to use hand sanitizer upon entering the building.

Health Screenings

Staff

Action	Person Responsible	Procedure(s)
Temperature Screening	Designated staff or school nurse	Upon arrival, staff temperatures will be taken with an infrared non-contact thermometer between 8am and 8:30 AM at one location designated as the staff entrance in ADS and ECC buildings. Designate staff complete checklist indication that the employee was cleared. If an employee has a temperature pf 100.4 or higher they will be sent home until they are fever free for 72 hours. For temperatures between 99.0 and 100.3, the employee will be isolated in the nursing office until the nurse clears them for work, or they are sent home.
Health Screening	School Nurses	<i>Initial screening</i> form to be sent to all employees one week before school re-opens. The form must be completed and returned before the employee returns to school.

Students

Action	Person Responsible	Procedure(s)
Temperature Screening	School Nurses and designated staff	Upon arrival, students' temperatures will taken with an infrared non-contact thermometer by school nurses, or if necessary designated staff. If a student has a temperature of 100.4 or higher, they will be isolated in the nursing office prior to being sent home until they are fever and symptom free for 72 hours. For temperatures between 99.0 and 100.3, the student will be isolated in the nursing office until the nurse clears them for the classroom, or they are sent home.
Health Screening	School Nurses	<ol style="list-style-type: none"> 1. <i>Initial screening</i> form sent to parents about one week before school re-opens. The form must be completed and returned before the student returns to school. 2. <i>Daily screening</i> form will go home each afternoon should be returned each morning. The student will not be excluded from school if the form is not returned. Nurse will follow-up with parent

Visitors/vendors/volunteers

Action	Person Responsible	Procedure(s)
Temperature Screening	School Nurses or designated staff	Upon arrival, essential visitors/vendors/and contractors' temperatures will taken with an infrared non-contact thermometer by school nurses or, if necessary, by designated staff. If their temperature is 100.4 or higher, they will be denied entrance. For temperatures of 99.0 – 100.3, the individual may choose to return to their car for 15 minutes before having their temperature re-checked. For any temperature above 99.0 on re-check, entrance will be denied.
Health Screening	School Nurses	Essential visitors/vendors/and contractors will be required to complete a health screening form when they check into the building. If the reception sees and areas of concern, a nurse will review the information with the individual to determine if the individual can remain in the building.

Infection Control, Tracking & Exclusion from School

To address a potential Covid-19 infection in school, the school will establish isolation treatment rooms. The initial isolation rooms will be the curriculum coordinators office adjacent to the ADS building nurses' office and the ventilator treatment room adjacent to the SJOGCS building nurse's office. If the situation warrants, additional isolation rooms will be added.

Suspected Covid-19 Infection – Student

If a student presents with Covid-19 like symptoms, such as fever, or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

- A nurse will determine if the student's symptoms can be explained by another documented preexisting condition, or if it is a suspected case of Covid-19 infection.
- If a potential Covid-19 infection is suspected, a parent will be contacted and asked to take their child home immediately.
- While waiting for pickup, the child will be placed in an isolation room. The intent of isolation is to minimize the potential transmission of the novel coronavirus.
- A staff person, in full PPE, will remain with the child until pickup.
- After the child is picked-up, the staff person will dispose of all PPEs, thoroughly wash hands, and go home to shower and to change clothing. The staff person may return to school if feasible and if allowed to by the nurse.
- The child may return to school if they are symptom free for 72 hours.
- The parent will be encouraged to have the student tested for Covid-19. The parent will also be encouraged to share the results of testing with a school nurse.

- If the child was in the classroom prior to going to the isolation room, classroom will be immediately disinfected using an electrostatic mister. All staff and students will thoroughly wash their hands, and if wearing a facemask, change their facemask.

Suspected Covid-19 Infection – Staff

If a staff person presents with Covid-19 like symptoms, such as fever, or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

- A nurse will determine if the individual’s symptoms can be explained by another documented preexisting condition, or if it is a suspected case of Covid-19 infection.
- If a potential Covid-19 infection is suspected, the individual will be sent home immediately.
- If the staff person was in the classroom/office prior being sent home, the classroom/office will be immediately disinfected using an electrostatic mister. All staff and students who came within six feet of the individual will thoroughly wash their hands, and if wearing a facemask, change the facemask.
- The staff person will not return to work for 14 days and will be advised to self-quarantine during that period.
- Additionally, the results of a Covid-19 test must be presented for the individual to return to work. If negative test results are obtained within the 14 days, the individual should notify the Principal and Human Resources Generalist 24 hours in advance that they can return to work.

Confirmed Covid-19 Infection

- The school will follow the guidelines established by the New Jersey Department of Health regarding confirmed cases of Covid-19 and will cooperate in all attempts at contact tracing.
 - The school will
- Staff or students with confirmed cases of Covid-19 will be excluded from school until they are symptom free for 14 days.
- The Principal, in consultation the school’s nurses and with the Gloucester County, may choose to close school, or a building within the school, for short period, if it is determined that the risk of Covid-19 infection has increased. The school will be thorough disinfected during the closing and health screenings completed for all staff and students affected by the temporary closure.
- Staff and parents are strongly urged to share with the school if someone they have met has a confirmed case of Covid-19.

Social Distancing (Phase One)

Staff

- Staff are expected to maintain social distancing of at least six feet whenever possible. The school acknowledges that our students require significant physical and instructional support that will make social distancing between direct service staff and students impossible.
- Staff must comply with all social distancing visual markings placed in hallways and other common areas.
- Staff are required to maintain social distancing during lunch and during any other breaks. Staff may take their lunch breaks in the classroom/their office, in their car, or any other outside area designated for staff, such as picnic tables, gazebos, and the Not So Secret Garden outdoor instructional space.

Students

- To the degree possible taking a students' disabilities into account, students should maintain social distancing of at least six feet whenever possible. Staff need should structure the environment to support social distancing (see the section on Adjustments to Programming) and continue to teach/reinforce social distancing protocols.
- Students should be taught and assisted to comply with all social distancing visual markings placed in hallways and other common areas.
- Bus arrival – Staff will assist students to maintain social distancing while walking from the bus to their classroom.
- Bus Dismissal - Students will be dismissed for busing from their classrooms. There will be no staging of students in the hallways or other common spaces during phase one. Staff must assist students in maintaining social distancing while walking to their bus.

Visitors, Volunteers and Vendors

All individuals given access to the school will comply with all social distancing markings and will only go to those areas approved for their use.

- Under phase one, sending district personnel shall be encouraged to continue to conduct remote meetings. If an in-building meeting is necessary, participants will use the designated conference areas that is setup for social distancing protocols.
- Sending district personnel shall be encouraged to conduct virtual observations. The school will make every reasonable effort to arrange for a remote, real-time video observation. If an in-building meeting is necessary, observation may only be from observation rooms or through hallway windows.
- Sending district personnel, their contactors, will be encouraged to conduct evaluations remotely. Realizing this is not always possible under evaluation protocols, the school will provide an evaluation area, where social distancing protocols can be maintained given a 48 hour advanced notice so a safe space can be scheduled. It may be necessary to ask sending districts to accept an alternative date because of space demands.
- Volunteers will not be on campus.

- Vendors/contractors will comply with all social distancing markings and will only go to those areas approved for their use.

Programming Adjustments

Instruction/Therapy (Phase One)

- Students will be self-contained, with limited movement outside of the classroom
- Specialty area teachers (Gym, Daily Living Skills, Horticulture, & CBI) will provide instruction in the classroom as per the special's schedule. The only exception if a specialty area teacher determined that instruction outside on the campus' grounds is both safe and applicable to the instructional need.
- Speech and Occupational therapy sessions will be conducted within the classroom as per the therapy schedule. The only exception will be if a speech therapist determines that the eye-gaze training room is both safe and is required to meet a speech goal(s). If the eye-gaze room is used, only the speech therapist, a single student, and the student's 1:1 assistant may be in the room. The room must be disinfected after each use.
- Physical Therapy will take place in the PT office or gym for bike riding goals. The Early Childhood student will riding bikes in the hallway from the lower entrance door to the top of the ramp, office hallways, and the first hallway at the base of the ramp.
- Therapeutic co-treat sessions are permissible as long as PPEs, social distancing between therapists and disinfecting protocols are followed. If due to the nature of the co-treat, social distancing between therapists in not possible, therapists will provide services in alternating co-treat session while consulting between sessions.
- The libraries will be closed to students, but open for staff. The curriculum coordinator will bring a book cart to the classrooms and do story time activities with the students.
- The science room is closed for students, but open for staff.
- The Daily Living Skills room is closed for students, but open for staff.
- External CBI trips, field trips and external job sampling/work study are canceled.
- Traveling teacher activities are canceled.
- Special events outside of the classroom are canceled.

Instructional/Therapeutic (Phase Two)

- The degree to which students are restricted to their classrooms will begin to be reduced.
- The gym will reopen for gym class. The gym schedule will be slightly altered requiring one class to return to their classroom before the next class is dismissed to go to the gym.
- Individual therapies will resume in all therapy rooms. Group therapy can resume in all therapy rooms as long as the group consists of students from the same classroom. Horticulture classes can resume in the science room.
- The science room will reopen for individual classroom use, as scheduled.
- The Daily Living Skills instruction can resume in the DLS room as long as the group consists of students from the same classroom.
- Classrooms may resume going to the school libraries. Library activities resume.

Instructional/Therapeutic (Phase Three)

- All mixed group instruction and therapy will resume.
- Social distancing bus arrival and dismissal routines will remain in place.
- Traveling teacher activities will resume.
- Large group special events are still prohibited.
- All off campus instruction is still canceled.

Lunch (Phase One)

- Students will eat lunch in their classrooms, The cafeteria is closed to students.
- Parents will be encouraged to send lunch for their child. Lunches sent from home should require minimal to no preparation on the part of staff.
- Foods services will deliver lunch to just outside of the classroom. Classroom staff will bring lunches into the classroom and return trays to hallway once lunch is over. Food services staff will return trays to the kitchen.
- Staff may eat lunch in their classrooms, cars or in the following locations as long as social distancing markings are adhered to, and disinfecting protocols are maintained.
 - ADS cafeteria
 - Rear of the ADS gym
 - Daily Living Skills Room
 - Outside picnic tables
 - Not So Secret Garden outdoor instructional space
 - ADS Gazebo
 - Early Childhood Gazebo
- Staff lounges will be closed for lunches.
- Staff who are ordering out must use contactless delivery.

Lunch (Phase Two)

- Students will continue eat lunch in their classrooms. The cafeteria will gradually reopen for students. Two classrooms will be able to eat in the cafeteria at the same time with social distancing guidelines in place. A lunch schedule will be developed prior to this being implemented.
- For those classrooms eating in their rooms, staff will pick-up student lunches from the cafeteria (Building B only) and return trays to the cafeteria when lunch is over.
- Staff may eat lunch in their classrooms, cars or in the following locations as long as social distancing markings are adhered to, and disinfecting protocols are maintained.
 - ADS cafeteria
 - Rear of the ADS gym
 - Daily Living Skills Room
 - Outside picnic tables
 - Not So Secret Garden outdoor instructional space
 - ADS Gazebo

- Early Childhood Gazebo
- Staff lounges will be closed for lunches.
- Staff who are ordering out must use contactless delivery.

Lunch (Phase Three)

- Students will return to having lunch in the cafeteria. Extra distancing between classes in both space and time will be worked into the lunch schedule. To provide the extra distancing the rear gym may be used as an auxiliary cafeteria area.(Building B only)
- Staff lounges will open for lunches.
- Staff who are ordering out still must use contactless delivery. In-person delivery will resume with the termination of the reopening plan.

Water

During the length of time in which the reopening plan is in place, hallway water fountains will be covered and turned off. Bottled water will be provided to the classrooms and therapy areas. The use of water fountains will be re-evaluated during phase 3 to determine if they will be put back in service, or taken out.

Nursing Offices (Phase One)

- The nursing offices are off-limits to staff and students except under a direct order from a nurse to enter the room.
- If there is an emergency use the paging system along with the appropriate code to call a nurse to the classroom, therapy room or common area where the emergency is occurring.
- If a child is sick, or is suspected of being sick, Call the nurse's extension or use the walkie-talkie. The nurse will come to the student. The student is **not** to be brought to the nurse. The nurse will assess the best course of action. The nurse's directions must be followed and not debated.
- If a staff person needs to see a nurse. The staff person, or another person, can call the nurse's extension, or use the walkie-talkie to contact the nurse. The nurse will come to the staff member; the staff member is **not** to go to the nurse. The nurse will assess the best course of action. The nurse's directions must be followed and not debated.
- The traditional routine courtesy services (weights, blood pressures, Tylenol, an ear to listen/a place to decompress) provided by our nurses for staff will be suspended.
- If a student is admitted to the nursing office, they will may be treated and released, or held while the parent is coming to pick up. In the event a student is being held in the nursing office, a classroom assistant will be required to stay with the student.
- There will be no medication drop-offs to the medical offices. The nurses will be doing temperature screening and will be responsible for receiving medications then.
- If a student or staff person is suspected of having Covid-19, they will be placed in a quarantine room. In the case of a student, a classroom assistant will be required to wait with the student until the parent can pick-up. The assistant will wear maximum PPEs; mask, face shield, gown and gloves (head covering and shoe covering is at the discretion

of the assistant but will be available). The assistant will also be issued a walkie-talkie to contact a nurse if necessary.

Nursing Offices (Phase Two and Three)

- These sections will be written during phase one of the reopening. Actions will be dependent on how the demands for nursing services evolve after the school is reopened.

Copiers (Phase One)

- All copy requests should either be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.
- The administrative assistant will place the copies on an inter-office envelope which will be placed in the staff person's mailbox.
- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.

Copiers (Phase Two)

- All copy requests should either be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.
- The administrative assistant will place the copies on an inter-office envelope which will be placed in the staff person's mailbox.
- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.
- Staff may access the copiers before or after school. Social distancing and disinfecting protocols must be followed.
- Staff waiting to use the copier in Building B (ADS) must a) inform the person using the copier that they are waiting, b) wait in the main hallway, do not wait in the office hallway, and c) once done with the copy machine the user will disinfect high touch areas then inform the waiter that the machine is now free.
- Staff waiting to use the copier in Building A (ADS) must: a) waiting at a socially appropriate distance from the user, and b) only use the copier after the user has finished. If more than one person is waiting, the additional person(s) must wait in their classroom after notifying the user and the first waiter that want to make copies. The user will let the person waiting in their classroom know when they can move to the staff lounge to wait their turn.

Copiers (Phase Three)

- All copy requests can continue to be emailed to the administrative assistant (Elaine) or sent via inter-office mail. Indicate the number of copies required and the date needed. You must give at least 48 hours' notice.

- The administrative assistant will place the copies on an inter-office envelop which will be place in the staff person's mailbox.
- If the administrative assistant cannot copy material within the 24 hours of receiving notice, she will inform the staff person of the delay.
- Staff may access the copiers before, **during** and after school. Social distancing and disinfecting protocols must be followed.
- Staff waiting to use the copier in Building B (ADS) must a) inform the person using the copier that they are waiting, b) wait in the main hallway, do not wait in the office hallway, and c) once done with the copy machine the user will disinfect high touch areas then inform the waiter that the machine is now free.
- Staff waiting to use the copier in Building A (ADS) must a) waiting at a socially appropriate distance from the user, and b) only use the copier after the user has infected. If more than one person is waiting, the additional person(s) must wait in their classroom after notifying the use and the first waiter that want to make copes. The user will let the person waiting in their classroom know when they can move to the staff lounge to wait their turn.

School Office (Phase One and Two)

- Student cannot be in to the school office.
- Staff should avoid going into the office area except to access file or forms. Social distancing should be maintained, masks are required, and high touch surfaces disinfected after use.
- Student daily attendance should be emailed to the administrative assistant (Fran) by 10:00 AM.
- Requests for office supplies should be emailed to the administrative assistant (Elaine), She will fill the order within 24 hours and place the supplies on the table outside of the classroom or therapy area.
- If supplies are not in stock, she will inform the person who made the request.

School Office (Phase Three)

- Students, who can wear masks/face shields, may run errands to the office or accompany staff to the copy room.
- Staff should continue to avoid going into the office area except to access file or forms. Social distancing should be maintained, masks are required, and high touch surfaces disinfected after use.
- Student daily attendance should be emailed to the administrative assistant (Fran) by 10:00 AM, or a masked/face shielded student can bring the attendance to the office.
- Requests for office supplies should be emailed to the administrative assistant (Elaine), She will fill the order and leave it on the office counter (Building A) or the office desk (Building).
- If supplies are not in stock, she will inform the person who made the request.

Principal, Vice-Principal, Supervisor, & Lead Teacher Offices (Phase One – Three)

- Offices will be re-structure to allow for social distancing during 1:1 meetings.
- If additional meeting attendees are required, the meeting room will be dependent on each office’s ability to maintain social distancing. If necessary alternative meeting space will be arranged.
- Masks/face shields should be worn by all participants.

Meetings

- During phase one and staff meeting will take place via Zoom.
- During phase three staff meeting will take place via Zoom or in the gym with the appropriate social distancing measures in place and with the use masks/face shields being required.
- During phases two and three, meetings other than full staff meetings will take place in a space where appropriate social distancing measures in place and with the use masks/face shields being required. Disinfecting of the space must occur after each use.

Communications

Open, two-way communications is an essential element of the reopening plan. The draft-reopening plan will be shared with staff, parents and the Executive Director of St. John of God Community serviced in order to secure additional feedback prior to the plan becoming operational. Archbishop Damiano School will continue to welcome feedback, questions, concerns, and recommendations after the initial plan becomes operational. Contact information is listed below.

Target Group	Method of Distribution	Time Frame – Contact by*:	Person Responsible/ Contact for Questions
Staff	Email, Posting on website, staff meeting, supervisory meetings	7/3/20	Ms. Kate Flynn, Principal 856-848-4700 x1152
Parents/Guardians	Email, Mail & Posting on website	7/3/20	Dr. Greg Zink, Vice Principal (until 9/3/20) 856-848-4700 x1173 or 484-947-7190
Students	Email, Mail & Posting on website	7/3/20	Ms. Hannah Sykes, Program Supervisor 856-848-4700 x1134
School Physician	Email, phone conversation	7/3/20	Mrs. Mary Meduri, School Nurse 856-848-4700 x1154

District Spec. Ed Admin.	Email & Posting on website	8/3/20	Dr. Greg Zink, Vice Principal (until 9/3/20) 856-848-4700 x1173 or 484-947-7190
District Case Managers	Email & Posting on website	7/3/20	Dr. Greg Zink (until 9/3/20) 856-848-4700 x1173 or 484-947-7190
Volunteers	Email, Mail & Posting on website	Two weeks prior to reopening	Ms. Casey Schell, Volunteer Coordinator 856-848-4700 x1110
Gloucester County Department of Health	Email, Mail & Posting on website	7/3/20	Mrs. Linda Hughes, School Nurse, 856-848-4700 x1180
Contractors	Email, Mail & Posting on website	7/3/20	Mr. Steve Aman. Maintenance Supervisor 856-848-4700 x1160
Vendors	Email, Mail & Posting on website	7/3/20	Mr. Jason Bintliff, Risk Management & Purchasing 856-848-4700 x1135
Bus Companies	Email, Mail & Posting on website	7/3/20	Ms. Kate Flynn, Principal, or Transportation Coordinator 856-848-4700 x1152
Nursing Agencies	Email, Mail & Posting on website	Two weeks prior to reopening	Mrs. Linda Hughes, School Nurse, 856-848-4700 x1180
NJCB&VI	Email & Posting on website	Two weeks prior to reopening	Mrs. Joelle Rossi. Lead Teacher 856-848-4700 x1194
Police/Fire/EMT	Email, Mail, Phone call and Posting on website	Two weeks prior to reopening	Mr. Jason Bintliff, Risk Management & Purchasing 856-848-4700 x1135
St. John of God Community Services	Email and Posting on website	7/3/20	Ms. Kate Flynn, Principal 856-848-4700 x1152
Archbishop Damiano School's Board of Trustees	Email, Mail, Phone call and Posting on website	7/3/20	Ms. Kate Flynn, Principal 856-848-4700 x1152

* Time frame may change based on actual reopening date

Training & Supports

Training

Topic	Audience(s)	Time Frame - Completed by*:	Method	Person(s) Responsible
Reopening Plan – Overview & Questions	1. Staff 2. Parents 3. Interested others		Zoom Presentation & Chat Questions	Vice Principal
Reopening- What to Expect	Students	Ongoing from 7/2/20	Video Social Story	Lead Teachers
Reopening – Helping Students learn to Wear Masks	Students	Ongoing from 7/2/20	Multiple formats and materials posted on website	Teachers
Proper use of disinfecting agents & disinfecting schedule	Custodians, Assistants, Teachers, & therapists		Zoom Presentation with Live Questions	Facilities Coordinator
Safe removal and disposals of PPEs	All Staff		Zoom	Nurses
Blood Borne Pathogens, Covid-19 signs and symptoms & Infection Control	All Staff			
Contact Tracing	All Staff		Online video	
Proper Handwashing Techniques	1. Staff 2. Students		Zoom Zoom & first day back	Lead Teachers Classroom Teacher
Security Drills and Procedures	Staff	During staff meeting just prior to reopening	Zoom	Lead Teacher assigned to the agency’s security committee
Recognizing Trauma and Anxiety in Individuals who are non-verbal.	Teachers and therapists	Shortly after school reopens	Zoom or online recorded workshop	
Stress Management - Yoga	Staff (optional)			Lead Teacher
Stress Management- Other	Staff (optional)			?

Universal Precautions		10/2/20		Nurses
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* Time frame may change based on actual reopening date

Supports

Staff

- Staff will have access to “break” areas should they find the need to decompress. Break time needs to be communicated within the classroom team, so that students are never left unsupervised.
- Break areas are the library, science room, Not So Secret Garden, Gazebos, and Chapel (assuming access is available).
- The nurses’ offices are not available for decompression.
- The Principal, Vice Principal, Supervisor and Lead Teachers are available to listen to and help resolve staff concerns or stressors.
- This plan addresses concerns staff have articulated regarding return to work. Since the plan is fluid, as additional concerns are identified, every attempt will be made to adjust the plan to alleviate those concerns.

Parents

- Staff will be sensitive to parent concerns and be available to listen, plan and make individual adjustments
- The social worker is available to parents to listen to and advise on any topics of concerns.
- The agency’s pastoral care department is available to parents.
- Parents are encouraged to watch the return to social video and access all support materials and resources posted on the school’s website.
- This plan will address the majority of articulated parent concerns regarding their child’s return to school. The only concern that cannot be alleviated is the potential threat Covid-19 presents.

Students

- Staff are ready and waiting for students to return. Staff are aware that students have experienced and will continue to experience disruptions to daily routine. Staff will do everything in their power to preserve known routines and structures, while making necessary changes known to students in advance.
- ADS has created a social story video to introduce student to what school will look like when they return. Teachers will incorporate the social story and other materials into their lesson plans well in advance of the schools reopening.
- If a student needs individualized supports to adjust to the new routines staff will provide those supports.
- The social worker is available to help support students.

Phase Change Benchmarks

Introduction

Phase One actions address the highest level of infection control sustainable within the school.

Phase Two reduces some of the social distancing and programmatic restrictions put in place under phase one. Phase Two does not reduce disinfecting protocols nor the required use of personal protective equipment. Phase Three further reduces social distancing and programmatic restrictions until the school resembles the pre-Covid-19 norm. Disinfecting protocols will be reduced in frequency. Upon the termination of the reopening plan, school will return to normal programming and consistent implementation of universal hygiene precautions. The following benchmarks will be adjusted to meet new information and guidance as it arises. If at any point, a report is received that a staff or student who has confirmed case of Covid-19, the school will return to phase one precautions for a period of no less than 14 days.

Transition between Phase One and Phase Two

The conditions for transition are as follows:

- Our students' residence counties report less than an average of 50 new Covid-19 case per day over a 14 day period
- Counties report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.
- The New Jersey Department of Health has implemented a substantial contact tracing and investigation process.

Transition between Phase Two and Phase Three

The conditions for this transition is as follows:

The conditions for transition are as follows:

- Our students' residence counties report less than an average of 25 new Covid-19 case per day over a 14 day period
- Counties continue to report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.
- The New Jersey Department of Health continues to implement a substantial contact tracing and investigation process.

Termination of the Reopening Plan

The conditions for termination is as follows:

- Our students' residence counties report less than an average of 5 new Covid-19 case per day over a 14 day period
- Counties continue to report enough testing is available for symptomatic individuals, high-risk populations, health care workers and first responders.
- The New Jersey Department of Health continues to implement a substantial contact tracing and investigation process.
- Alternatively, a Covid-19 specific vaccine is developed and mass immunization takes place.

